

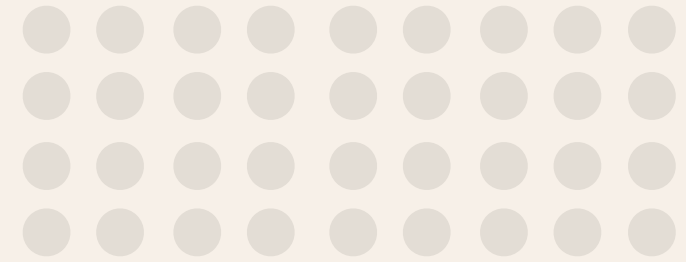
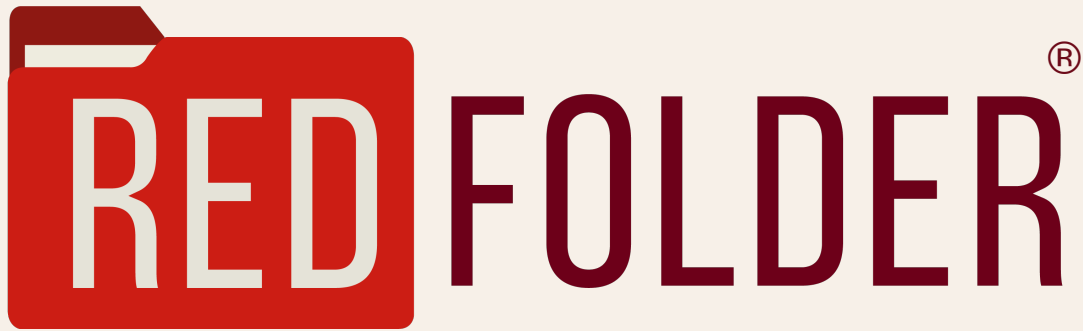
An aerial photograph of New York City, showing a dense urban landscape with numerous skyscrapers and buildings. The Hudson River is visible on the right side, and the East River is on the left. The sky is overcast with soft, diffused light.

RED FOLDER[®]

NEW USER GUIDE

4

GETTING STARTED TIPS ON
HOW TO USE YOUR RED
FOLDER.



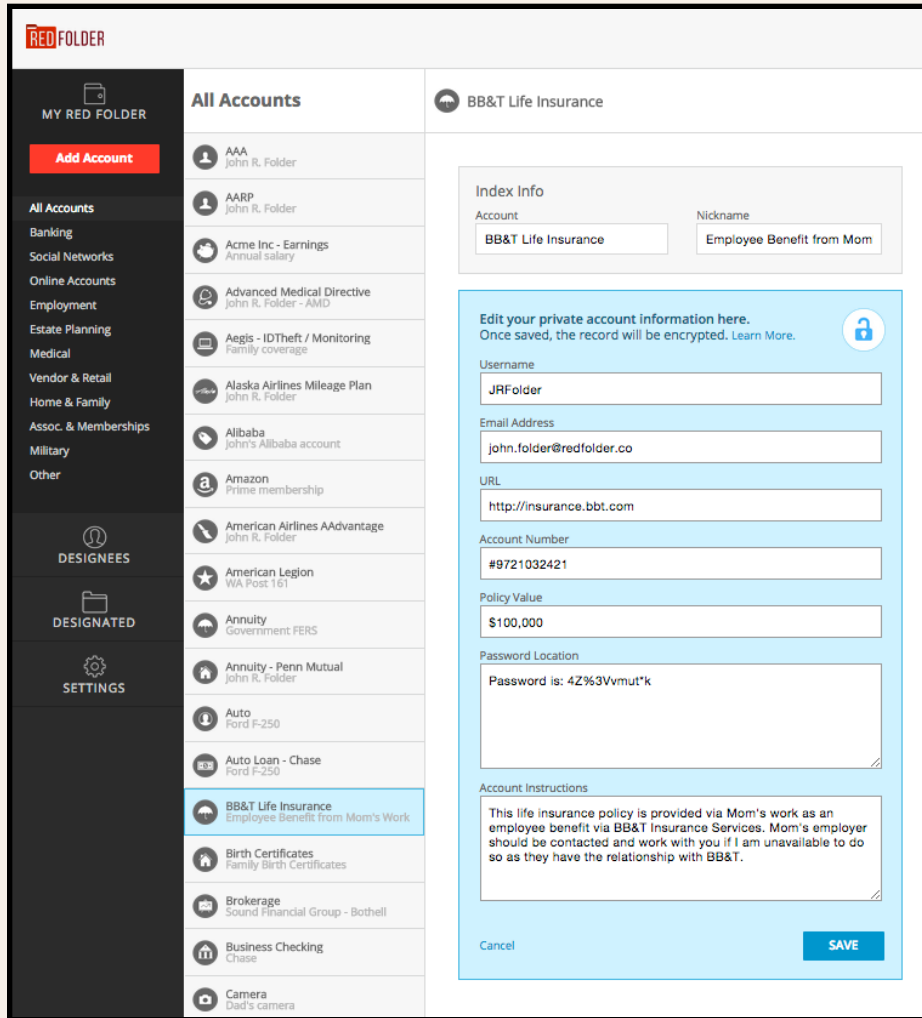
1 | ACCOUNT CREATION

NO ACCOUNT LIMITS

HOW TO CREATE AN ACCOUNT IN RED FOLDER

The first step in the use of your Red Folder is to create an account. You may click on the **"Add Account"** button which will bring to the forefront the screen to the right. Type in a name for the account and the prepositioned forms will be identified which match the query character string. If you don't find the form your looking for, choose from the list of generic account forms at the bottom to make your own.

A screenshot of the Red Folder web application interface. The top left shows the "RED FOLDER" logo and a "Contact Support" link. A left sidebar contains navigation options: "MY RED FOLDER" (with a folder icon), "Add Account" (highlighted in red), "All Accounts", "Banking", "Social Networks", "Online Accounts", "Employment", "Estate Planning", "Medical", "Vendor & Retail", "Home & Family", "Assoc. & Memberships", "Military", and "Other". Below these are "DESIGNEES" and "DESIGNATED" sections. The main content area is titled "All Accounts" and lists various accounts with icons and names: AAA (John R. Folder), AARP (John R. Folder), Acme Inc - Earnings (Annual salary), Advanced Medical Directive (John R. Folder - AMD), Aegis - IDTheft / Monitoring (Family coverage), Alaska Airlines Mileage Plan (John R. Folder), Alibaba (John's Alibaba account), Amazon (Prime membership), American Airlines AAdvantage (John R. Folder), American Legion (WA Post 161), and Annuity (Government FERS). On the right, there is a section "Add a new account" with a search box and a list of account types to choose from: Advanced Medical Directive, AFL-CIO, Alaska Airlines Mileage Plan, Amazon, American Airlines AAdvantage, Auto Pay, and Bank. Below this is a section "Or choose a generic account type:" with a list of categories: Banking, Social Networks, Online Accounts, Employment, Estate Planning, Medical, Vendor & Retail, Home & Family, Assoc. & Memberships, Military, and Other.



NO MANDATORY INFORMATION REQUIRED - IN ANY ACCOUNT RECORDS

The Red Folder account entries are always under your control. The exemplar to the left shows an entry for a Life Insurance account. The user in this case chose the prepositioned form and began the process of filling out the data. The first step was to select information for the account indices. The "Account" field in this instance has the name of the life insurance provider. The "Nickname" field provides a descriptor.

Both of these fields are used to index the account and it's sensitive data (inside the blue area). In this instance the sensitive data includes - Name - Email - URL - Account Number - Policy Value - Password/Location - Account instructions. This user provides specific instructions for themselves and their designees to follow in the event this information is needed.

2

WHAT INFO DO YOU PUT IN AN ACCOUNT RECORD?



DESIGNEE



UNLIMITED & ALWAYS AT NO COST

3

**SELECT YOUR
DESIGNEE WITH CARE**

- **Designees must individually register**
- **Designee can't access your info without your encryption key.**

Designee - Time Lock function is a unique patent protected system

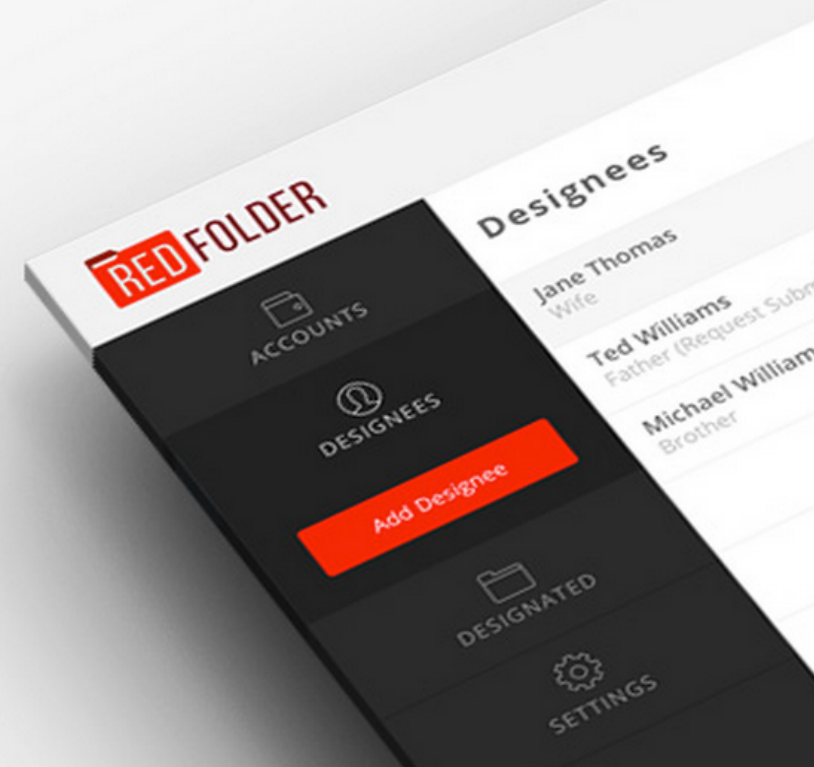
You may select as many designated trustees - designees - as you wish. When you create an invite to be your designee, we ask for the designee's name, telephone number and email address. We pre-populate a draft email (which you may adjust) to be sent to your designee. We also provide you with the ability to place a time lock on the designee's ability to access your Red Folder. You may choose immediate, 1-, 3-, 7-day or explicit permission.

The designee will go through an authentication protocol to register themselves with Red Folder as your Designee.

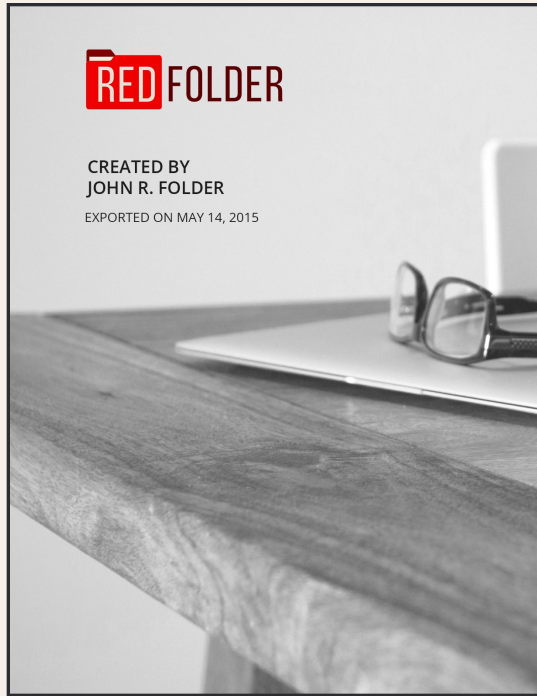
There is never a cost associated with being a designee. The designee must accept your invite to complete the registration process.

The designee will need to request access to your Red Folder. The designee will not be permitted access to your Red Folder until time lock expiration or manual override by you the account owner.

They will then login, authenticate and use your encryption key to access your account - that key must come to them by your hand as the Red Folder application has no means to provide your encryption key to your designee(s).



YOUR RED FOLDER IS ALWAYS YOURS



4

IT'S YOUR RED FOLDER

At Red Folder we strongly believe your data is your data and it must therefore be fully exportable and portable. You may always download your Red Folder by going to the "Settings" page and following the instructions for download.

The Red Folder application will open a new browser window and ask you to login once again with your password and encryption key. The Red Folder report will then begin to populate, account by account. The time necessary to complete this task is completely dependent upon how

many accounts you have in your Red Folder. In no case should it take more than a few minutes. This new report containing your Red Folder account data is fully searchable using the built-in search functions in your browser (CTRL F or CMD F).

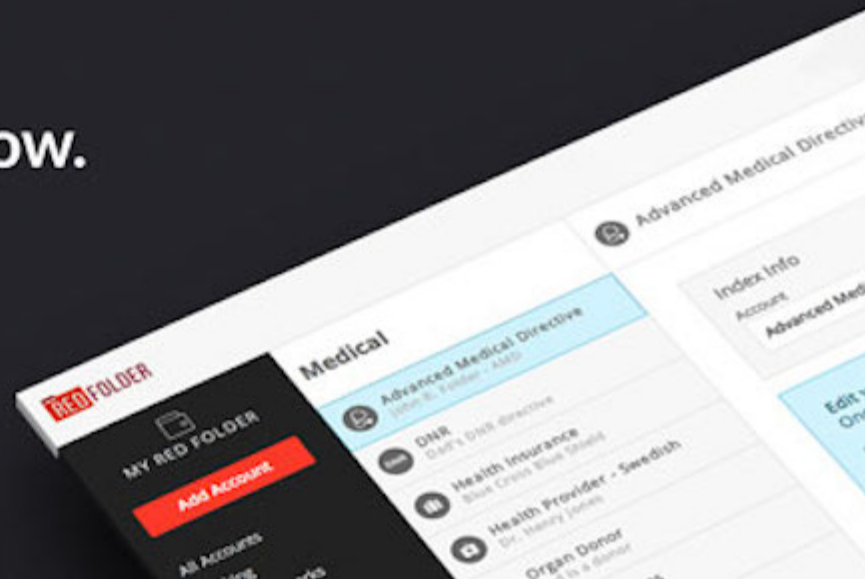
Each account within your Red Folder will be afforded its own page within the dynamically created report.



YOUR RED FOLDER IS EXPORTABLE

Peace of mind tomorrow. Prepared today.

When the inevitable arrives,
everything is in one place.



Please visit our help desk for any additional questions, always accessible by clicking on “[Help Desk](#)” button or “Contact Support.” The latter will generate an email, the former will take you to the Red Folder help desk.



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